

MANAGING YOUR OFFICE FOR PART-TIME PDS

FRIDAY, OCTOBER 17, 2008: 9:00 A.M. – 12:15 P.M.

FISHERS CONFERENCE CENTER, FISHERS

FACULTY & TOPICS

IPDC's Chairman of the Board Michael McDaniel invites you to a morning designed to make your practice more efficient, more ethical and more profitable. You'll learn tips for fee setting, key language for written fee contracts, how to set up conflicts screens, the use of forms to maximize efficiency, and more.

IPDC's Board member Lorinda Youngcourt will teach us how to use cutting edge and affordable technology to enhance productivity and free up our time to practice law rather than run a business.

Successful part time defenders from across the state will serve as panelists in order to provide a broad range of expertise on improving the organization and profitability of practice.

Time will be allotted for your questions.

CLE CREDIT:

The Indiana Commission on Legal Education will accredit this seminar for (2) CLE hours. Fill in your attorney number below from your Disciplinary Commission good standing card. (Credit is not given for topics aimed on making your practice more profitable, which is the focus of our 3rd hour).

• DATE • PRICE • PLACE •

9:00 a.m. – 12:15 p.m. Registration begins at 8:15 a.m.

Fees: Public defenders \$45 by October 3; after October 3- \$60; at the door - \$75

Criminal defense lawyers \$60 by October 3; after October 3 - \$75; at the door - \$90

Deadline for cancellation refund is **October 10.**

Place: Fishers Conference Center
9775 North by Northeast Blvd
Fishers, IN 46037
(317) 845-5573
Free Parking

Hotel: Hotel Indigo Fishers – Indy's Uptown
9791 North by Northeast Blvd
Fishers, IN 46037
(317) 558-4100

The guaranteed room rate is \$97.00 plus 17% state and local tax. You need to reserve your room by **Sunday, October 5.**

- ☐ This special room rate is for **Thursday, 10/16 only.**
- ☐ Please inform the reservationist that you are with the Public Defender Council when making your reservation.
- ☐ If you have problems, contact Teresa Campbell, Training Coordinator at (317) 232-2490.
- ☐ Check the website for up-to-date information.
www.in.gov/pdc/general/calendar.html
- ☐ **Cut-off date for pre-registration is noon on Wednesday, October 15.**
- ☐ **No registering over the phone. Mail or fax only.**
Visa and MasterCard are accepted.
- ☐ **If dark paper please photocopy on white before faxing**

Please cut here and return bottom portion with payment

Managing Your Office

Friday, October 17, 2008

Name: _____ **Attorney Number:** _____

Business Phone: _____ **Fax:** _____

Address, City, State, Zip: _____

Email address: _____

(If licensed in another state): # _____ **State:** _____

Credit Card VISA OR MC _____ **Expiration Date** _____

Billing Address _____

☐ **I certify that I am a criminal defense attorney.**

Signature

Mail this form to:

Indiana Public Defender Council,
ATTN: REGISTRAR MYO
309 W. Washington, Ste. 401
Indianapolis, IN 46204-2725
or Fax to: (317) 232-5524